

East Providence Housing Authority

REGULAR MEETING

November 22, 2011

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **5:00PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Acting Executive Director Paul Tavares and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Antero Braga, Patricia Diffley, John Faria, M. Luci Stoddard, Dorothy Tillou and Acting Executive Director Paul Tavares.

APPROVAL OF MINUTES:

Regular Meeting – September 27, 2011. Motion by Commissioner Vargas to accept the minutes as presented, Second by Commissioner Braga. All Commissioners voted aye.

Executive Session – September 27, 2011. Motion by Commissioner Vargas to accept the minutes as presented, Second by Commissioner Tillou. All Commissioners voted aye.

APPOINTEMENT:

Commissioner John Faria moved to appoint Theresa M. Correia as the new Executive Director of the East Providence Housing Authority. This motion was seconded by all the other Commissioners. Chairman Smith then called for a roll call vote which resulted in a unanimous approval.

APPROVALS:

Upon a verbal recommendation from Paul Tavares and a written recommendation from James Castellucci of Castellucci, Galli Corporation; Commissioner Braga moved with a second by Commissioner Stoddard to award the construction contract for the City View Manor Exterior Renovation Project to Freeport General Contractors, Inc. in the amount of \$1,051,000.00. Freeport was the lowest of six (6) qualified bids which were received. The project will include masonry and stucco repairs, exterior building waterproof sealing and new replacement windows for the entire building. The EPHA requested and has received approval from HUD to utilize \$660,000.00 of surplus operating funds along with Capital funds to complete this project. After a discussion with most Commissioners participating, the motion was approved with a vote of seven in favor and none against.

PRESENTATIONS:

None

DIRECTOR'S REPORT:

Acting Director Tavares reported on the following three (3) issues:

- Cox Wireless Communications – In April of 2010, Cox Communications entered into a contract to lease antenna space on the roofs at both City View and Harbor View Manors. The EPHA received a \$10,000.00 non

refundable signing bonus and has collected approximately \$86,400.00 in rent for a total of \$96, 400.00 in non-operational revenues. As allowed in the lease contract, Cox has notified the EPHA that they no longer need these sites and will be terminating the lease and removing their equipment. This will represent a loss of \$57,600.00 in annual income.

- REAC Inspections: The annual HUD property REAC Inspections commenced on 11/14/11 & 11/15/11 with the inspection of Goldsmith Manor and the Duplex properties. City View is scheduled for 12/1/11 and Harbor View on 12/2/11. Director Tavares spoke to the inspection process and individual issues from the inspections to date
- Federal HUD Budget: Director Tavares informed the Commissioners that the HUD budget had been approved by the Congressional Conference Committee and was waiting for a full vote of the House & Senate. Included is the following:

Public Housing Operating Fund	Decease	(\$1, Billion)
Public Housing Capital Fund	Decrease	(\$ 165, Million)
Housing Assistance Payments	Increase	\$ 573, Million
HCV, Section 8 – Admin. Funds	Decease	(\$ 97, Million)

Commissioner Stoddard moved and Commissioner Vargas seconded to approve the Acting Executive Director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus updated the written report which was included stating that there were 4 units pending completion and three units completed, pending leasing. Commissioner Vargas raised questions concerning unit turn around time. A staff explanation ensued describing the maintenance and leasing process as well as some of the challenges in leasing the smaller zero bedroom units. Commissioner Braga moved and Commissioner Stoddard seconded a motion to approve the report. The motion carried.

SECTION 8 OCCUPANCY REPORT

Terry Correia updated the Commissioners as to the acquisition of 109 enhanced vouchers from Kent Farm Village, 5 from Winslow Gardens and 99 from Bullocks Point Village. Upon completion this will increase the total number of vouchers administer by the EPHA from 232 to 445, an increase of 213 vouchers or 91%. She explained at length the process and informed the Commissioners that we now have 220 families remaining on the Section 8 Voucher waiting list. The annual budget for Section 8 Program is growing from \$1.2 Million to approximately \$3Million or a growth of 150%. Most noteworthy is the impact that this growth has on the makeup of the EPHA. Prior to this our agency administered 419 units of Public Housing and 232 Section 8 Vouchers. In other words Public Housing was 65% of our agency efforts and the Section 8, Voucher Program was 35%. Now Section 8 is 52% and Public Housing is 48%. . Future growth is expected in the Section 8 Voucher Program and not in Public Housing. The EPHA will need the flexibility to adjust its management and operation to this changing environment. A motion was made by Commission Faria, seconded by Commissioner Tillou to accept the report as presented. The motion carried.

PAID BILL REPORT

August, 2011 - \$159,407.89 – Commissioner Vargas had questions regarding the use of subcontractors, in particular, David Braga, Richard Sousa Painting & Aguiar Landscaping. Acting Director Tavares explained how they were utilized to augment our maintenance staff. David Braga was used for larger restoration projects such as may be required in the duplex units or upon the sale of a duplex property. He also is used to install vinyl floors and recently replaced a roof in a duplex. Richard Sousa Painting is used to clean and paint some vacant units as well as to perform plaster restoration. This is especially needed at City View Manor, easterly side, where we experience a water seepage problem. Aguiar Landscaping is used at the duplexes and for major projects at the high-rises, such as Spring clean-up and Fall leaf pickup. Additional questions and comments came from Commissioners Braga, Stoddard & Faria. Director Tavares reiterated that subcontractors were used when management determined that it was cost or time effective to do so. As to questions concerning the “Paid Bill Report”, he reminded the Commissioners that these reports are a summary of the total paid to a particular vendor during that month. He stated that Commissioners are entitled and welcome to see any particular invoice they wish and it will gladly be made available upon request. It was left that Terry Correia would in the future provide them with what ever information they wanted and in whatever format they desired. Commissioner Braga moved approval of the August Paid Bill Report. That motion was seconded by Commissioner Faria and passed unanimously.

September, 2011 - \$87,471.88 – Commissioner Faria again questioned painting work provided by Richard Sousa Painting, upon responses provided by Facilities Manager, Tony Cunha, Commission Vargas moved and Commissioner Tillou seconded the motion to approve the September Paid Bill Report. The motion carried.

October, 2011 - \$91,959.11 - Commission Stoddard asked that the record reflect that she continued to have concerns with subcontractors David Braga and Richard Sousa Painting. She then moved to approve the October Paid Bill Report. Said motion was seconded by Commissioner Vargas and the motioned carried. Chairman Smith then instructed Director Correia to present at the next meeting, all the paid bills to Aguiar Landscaping, David Braga and Richard Sousa Painting for the months of August, September, October and November.

UNFINISHED BUSINESS:

None

REQUISITIONS:

None

RESOLUTIONS:

None

FYI:

None

EXECUTIVE SESSION

Commissioner Stoddard made a motion with a second by Commissioner Vargas to go into executive session to discuss Personnel & Employment, Contracts and the Executive Director Search. The motion carried.

RETURN TO OPEN SESSION

At 7:15PM Commissioner Diffley moved to return to open session that motion was seconded by Commissioner Tillou and approved by a unanimous vote. Chairman Smith reported that there were two motions made and approved in Executive Session. They were as follows:

1. A motion was made by Commissioner Vargas and seconded by Commissioner Faria to ratify the contract with Local Union 1217, as negotiated and presented by Acting Executive Director Tavares. Noted is that all terms and conditions are within the parameters previously discussed. The motion was passed unanimously.
2. A motion was made by Commissioner Faria, seconded by Commissioner Vargas to approve the proposed Executive Director's contract, amended to reflect a base salary of \$83,200.00 and to remove the section offering a "Longevity Incentive". On a voice vote the motion passed with Commissioners Diffley, Faria, Smith, Tillou and Vargas voting in favor and Commissioner's Braga and Stoddard voting against. The motion carried. Commissioner Braga requested the record to reflect that his "NO" vote was only in objection to removing the "Longevity Incentive" and Commissioner Stoddard requested the record to reflect that her "NO" vote was only in objection to the inclusion of the "Executive Director will be provided with the same percentage pay change and same benefit changes as are afforded other employees of the Authority..."

NEW BUSINESS

Commissioner Faria raised numerous questions as to procedure and actions taken at the Executive Director's Interview Session held on 10/27/11. Paul Tavares reiterated that the session of 10/27/11 was not a posted meeting; it was scheduled for applicant interviews only. Commissioner Faria then moved that the Executive Director hire a Deputy Executive Director, that motion was seconded by Commissioner Stoddard. Much discussion and debate ensued with most Commissioners participating. Chairman Smith distributed a legal opinion provided by Attorney Dan Kinder to this regard. Commissioner Stoddard then withdrew her second to that motion. Again after additional discussion and debate Commission Faria mad a motion that the Executive Director hire a Deputy Executive Director/Section 8 Coordinator. This motion failed for lack of a second. Commission Faria then left the meeting.

ADJOURNMENT

At 8:00 PM upon a motion by Commissioner Diffley with a second by Commissioner Stoddard the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Paul J. Tavares
Acting Executive Director/Secretary
Transcribed by pjtares